

## **Duncan Park Commission**

January 17, 2023 Regular Meeting; 7:00pm

Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

CALL TO ORDER: 7:00PM

COMMISSIONERS: Jennifer Holland (Absent), Nancy Nagtzaam (Absent), Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Derek Gajdos

APPROVAL OF AGENDA: Poort moved to approve / Williams second (Approved 3-0)

PUBLIC COMMENT: No public comments

APPROVAL OF MINUTES: Sass moved to approve minutes from 11/15/2022, Second by Williams (Approved 3-0)

### **AGENDA**

#### **NEW BUSINESS:**

- A **Discussion** – A water leak in the park (reported by M. Poort on 9/24/22) resulted in a bill that would charge the DPC far more than its normal usage. The leak was after the meter. Proposed cost share, Gajdos said he would look into Insurance but it could impact the next premium for Insurance. Gajdos was also going to look why it didn't get reported via system monitoring.  
Sass suggested we begin discussions to talk to the city on park funding.
- B **Discussion** – A bill was received from Titan Landscaping for 2 mowing and fall cleanup (11/4).  
DPW also did cleanup on 11/14 and billed accordingly. This was not totally an overlap as DPW also put the picnic tables in the shed.  
It was determined the contract with Titan was never severed and they provided cleanup as they had done in the past. The commission determined we need to sever the contract with Titan and begin negotiations with DPW or another mowing service (Titan included). DPW will do work for Duncan Park under a time and material basis. However, DPW has to be requested in advance so they can estimate and schedule the work. The DPC will review tasks and provide a list to DPW for estimates.
- C **Discussion** – Status on Old Growth Forest Network (OGFN)  
Ask the city council to move on OGFN. Motion to add OGFN to the city council agenda for signature on the memorandum for OGFN. Folder on Google Doc with additional information. Nick Sanchez will be here on 2/7. Motion by Sass, Second by Williams: To add OGFN for review to city council, sign the memorandum for OGFN, and to submit to the city manager to sign the OGFN request. (Approved 3-0)
- D **Discussion** – Survey: A better understanding of how citizens of Grand Haven use the park would be very helpful to the Duncan Park Commission's stewardship.  
Sass recommended utilizing GVSU to create and process this survey. There is a Questions document on Google Docs and the DPC is asked to update any questions they would like to see asked in the survey. Please respond by 2/1/2023 with any questions you would like to add to the survey. Report generated by GVSU. Motion to proceed on DPC survey at no cost. Sass/Williams. (Approved 3-0)
- E **Discussion** – Completion of the trail map design by Jennifer Smelker and payment for her services.  
Motion by Sass and supported by Williams: To accept the final map version, with option to add details to the back without additional cost. (Approved 3-0)
- F **Discussion** – Remembrance Ranch 5K run. Motion by Sass and Support by Williams: To approve the Remembrance Ranch 5K run Use Permit (Approved 3-0)

The use permit discussion came up again that we need to review the Permit that we are not double dipping and holding up approvals when the event is just a pass through the woods. This is a standard route for the city approvals.

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**PRESIDENT REPORT:**

- **Urban & Community Forestry Grant award and the specific work to begin.**
  - i. The grant award signature pages are attached to the email with the 1/17/23 meeting agenda and the grant in its entirety can be found on Google Drive. The process of submitting this grant and what it has revealed about the administrative processes required by the city and GHACF will be discussed.
  - ii. Ali Locher is responsible for the enclosure locations and data collection. Volunteers (and potentially tools) are needed for the set-up of enclosures. Additional information to be presented.

**OLD BUSINESS:**

- **Task-specific updates**
  - i. Tree down (still!) – DPW is scheduled to remove the Tree as it is on Cemetery property
  - ii. Status of bollards – Pending better weather.
- **Use Permit.** G Sass suggests we hold a work session before our Feb 21, 2023 meeting to codify the goals addressed in previous Use Permit discussions These included but are not limited to:
  - a. A determination of what constitutes a use that requires DPC oversight
  - b. A reduction in negative impacts through our use permit
  - c. To align with the city when it comes to use of the park for runs
  - d. To establish a consistent fee structure

**CITY LIAISON REPORT:** NONE

**TREASURER REPORT:** Financial reports shared with commissioners on Google Drive and via email with 1/17/23 meeting agenda.

**PUBLIC COMMENT:** JEAN MADDEN / CHRIS ROBERTS: APPRECIATION OF THE WOODS. INTERESTED IN BEING ON THE COMMISSION.

**ADJOURNMENT:** 8:30PM

**NEXT MEETING:** February 21, 2023 @7pm

**WORK SESSION FOR THE DUNCAN PARK USE PERMIT ON FEBRUARY 21,2023 @ 6PM**

**RESPECTFULLY SUBMITTED:** 1/25/2023

*Michael J Poort*

Michael J Poort

Duncan Park Commission, Secretary

Minutes Approved February 21, 2023

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